



INTERVIEW RECOMMENDATIONS

Ranked Candidates

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

Interview Date(s): _____

Time(s): _____

Length of each interview _____

If a candidate(s) declines, is the HR Department authorized to contact the next ranked person? YES NO

(Please allow 10 working days for scheduling)

Interval times between interviews: _____ Do you want a lunch break? YES NO

Candidate reports to Greeter: _____ Room#: _____

Interview location: _____

Will there be a computer exercise, writing assignment, or presentation? YES NO

If yes, please indicate the length of each exercise: _____

Is the exercise included in the interview time? YES NO